

DEPARTMENT OF HEALTH  
SUSTAINABILITY ANNUAL PROGRESS REPORT  
OCTOBER 2005

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SECTION I: AGENCY INFORMATION, POLICY AND GOALS

Agency Sustainability Manager

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Sustainability Policy Statement

The Guiding Principle of Sustainability: Zero waste in all things. Meeting today’s needs without compromising the needs of future generations.

Goals for 2005

- Goal 1:** Reduce the use of equipment, supplies or other products containing toxic chemicals.
- Goal 2:** Increase participation in the DOH Commute Trip Reduction Program by 5% each year.
- Goal 3:** Increase awareness of recycling and solid waste disposal impacts through employee education.
- Goal 4:** All new DOH facilities construction shall be LEED (Leadership in Energy and Environmental Design) Certified.

*Statewide Performance Measures to be reported in FY 2005*

- A. Copy paper use by quantity and paper type.
- B. Vehicle miles traveled by agency fleet vehicles as well as personal vehicles used for business.
- C. Fuel purchases by gallons and type of fuel.
- D. Agency fuel efficiency of vehicles in agency fleet.

## Sustainability Executive Order Key Provisions

	REQUIRED ACTIONS	Goals	Progress to date	Barriers & Challenges	Success Factors	Documented Savings and Environmental Benefits
<b>Green Buildings</b>  Incorporate into all new projects (as modified by ESSB 5509)	<ol style="list-style-type: none"> <li>1. All new construction projects and remodels over 5,000 sf built and certified to LEED Silver Standard (or equivalent)</li> <li>2. GA and other agencies will develop processes to ensure green building practices are integrated into design and construction process.</li> </ol>	All new DOH facilities construction (leased and owned) shall be LEED (Leadership in Energy and Environmental Design) Certified.	<b>Required Actions and DOH Goals</b> <ol style="list-style-type: none"> <li>1. DOH's newest leased developed building, Town Center 2, is in the process of being LEED Silver certified.  The building was completed in May 2005. DOH expects certification to occur prior to December 2005, making DOH the first agency to complete a leased LEED Certified facility.</li> <li>2. Town Center 3, DOH's final building phase for Thurston County consolidation is scheduled to be completed by the summer of 2006. This building will also be submitted for LEED Silver Certification.</li> </ol>	Determining what LEED elements would provide the best ROI  Negotiating with developer to share in the cost.  Costs for LEED  Time frame for certification, and submission in control of the developer	DOH, GA, Developer worked collaboratively to determine best elements to include  Developer willing to try to build a LEED building for lease  DOH committed to LEED and included this cost in the project budget	Yet to be determined.  The cost for the necessary tenant improvements for Town Center 2 to meet LEED certification is approximately \$565,700 with a payback estimated at 6.8 years. The developer and DOH are sharing in the costs with DOH picking up \$392,780 of the cost.
<b>Vehicles</b>  Reduce petroleum use	<ol style="list-style-type: none"> <li>1. Reduce petroleum use 20% by 2009.</li> <li>2. Freeze purchase of 4-wheel drive SUVs. Those needed for law enforcement or emergency response exempt. Agency directors may approve exemptions.</li> <li>3. By 9/1/09, replace standard diesel with B20. Begin using B5 as soon as practicable.</li> <li>4. Purchase of hybrid gas/electric and other fuel efficient/low emission vehicles.</li> <li>5. Replace pre-1996 light duty vehicles w/in 3</li> </ol>	Increase participation in the DOH Commute Trip Reduction Program by 5% each year.	<b>Required Actions</b> <ol style="list-style-type: none"> <li>1. In FY 2005 – DOH purchased 56,128 gallons of regular unleaded fuel. No other types or grade of fuel were purchased by the agency. This is an increase from FY 2004 and DOH is evaluating this data. (See Performance Measures p. 9)</li> <li>2. In FY 2005 – DOH did not purchase any four-wheel-drive sport utility vehicles.</li> <li>3. DOH has no diesel powered vehicles</li> <li>4. DOH is aggressive in purchase/leasing of hybrid vehicles. As of 6/30/05 DOH has 18 hybrids.</li> <li>5. We have one vehicle that is pre 1996 that is exempt from replacement based on EO 05-01 but DOH continues to work toward this goal.</li> <li>6. DOH has fewer than 100 light duty vehicles and is currently in the process of reviewing the usage of all vehicles. The review will include the fleet management practices currently employed by the agency. DOH will also review its ownership policies to determine what changes are necessitated by our recent consolidation of locations into our Tumwater campus.</li> </ol> <p>DOH is working on the Fleet Management Plan and</p>	The miles driven by DOH staff are generally for the purpose of inspecting facilities and meeting with public health officials. As these locations are spread across the state, it is difficult to reduce the number of miles drives.  Increasing participation in Commute Trip Reduction is directly related to the incentives provided. Limited financial resources impact our ability to offer additional incentives.	We have installed video conferencing equipment in our new facilities, which has allowed us to communicate with other similarly equipped sites, without having to drive to their locations.  Our efforts are showing positive results in the Commute Trip Reduction area. We have had a 31% increase in participation in Thurston County, in part because of increased incentives. We are also exploring a ride matching service for our employees to increase visibility and	It is difficult to quantify the savings from our efforts to reduced driving to meetings.  During the 2005 fiscal year, DOH employees reduced single occupancy vehicle trips to work by 9,226, just from carpoolers, vanpoolers, bikers, and walkers. In addition, many more trips were saved by people who rode the bus to work. This results in cleaner air to breathe and less fossil fuel consumed.

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	<p>years.</p> <p>6. Fleet management plans and annual progress reports due 9/1/05. Consider transfers of vehicles or contract with GA for fleets with fewer than 100 light duty vehicles.</p> <p>7. Request fuel efficient, low emission vehicles for employees from commercial vendors.</p>		<p>expects to have it complete by December 2005.</p> <p>7. The DOH is in the process of reviewing all its administrative policies and associated procedures. One of the policies to be reviewed and revised is the use of vehicles for state business. The policy will incorporate the requirements of EO 05-01.</p> <p><b>DOH Goal – Increase CTR by 5% each year</b></p> <p>1. The Department of Health is revising the policy and procedure for our commute trip reduction programs. The revised policy will endeavor to increase the incentive payments available for individuals who carpool, vanpool, bicycle, or walk to work, and the policy is expected to be effective in January 2006.</p> <p>For the fiscal year ending June 30, 2005, 124 individuals participated in our commute trip reduction programs in Thurston County. These dedicated individual's participation resulted in 9,226 fewer single occupant vehicle trips to work. We have additional participants in King County, Spokane County, and the Tri-Cities area. The Department also utilizes the Star Pass, bus pass program in Thurston County, as well as financial assistance for bus passes in Spokane County and King County. During 2004-05, our Commute Trip Coordinators issued over 95 Star Passes. The combination of all the elements of our CTR Program is a total of 219 participants for FY 2005.</p> <p>Our baseline, established in 2003, consisted of 167 employees participating in Commute Trip Reduction activities including Van pool, Car pool, Bike, Walk and Bus passes. For '04-05 this represents a <u>31 %</u> increase in Commute Trip Reduction activities by DOH staff.</p>		<p>participation in ride-sharing.</p>	

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<b>Paper</b>  Reduce lifecycle impacts of paper products	1. Office paper minimum 30% post consumer recycled content.  2. Reduce use of office paper by 30% based on 2003 plans  3. Increase % EP paper to >50%  4. Recycle 100% of used office paper  5. Increase use of recycled and chlorine free janitorial paper products	Increase awareness of recycling and solid waste disposal impacts through employee education  Same as Required Actions	<b>Required Actions and DOH Goals</b> 1. The Department of Health has instituted a practice in the procurement unit, to only purchase paper with minimum 30 % post consumer recycled content. For fiscal year ending June 30, 2005, 87 % of the copier paper purchase by the agency contained 30 % or more post consumer recycled content. Effective July 2005 a justification for any paper containing less than 30 % post consumer recycled content, is required, identifying a substantial business justification for the departure from our practices  2. The Department of Health has taken steps to reduce the amount of office paper used in our facilities. Our standards for copiers and printers have been revised to require the machines be capable of two-sided copying or printing. Staff are trained on the two-sided capabilities, and encouraged to set their default settings to two-sided printing. In FY 2005, DOH increased the use of recycle content; however, we also increased the number of reams of paper purchased by 3,818.  3. The Department of Health has increased the use of environmentally preferable paper to 19 % in fiscal year 2005. Additional emphasis is being place on replacing all copier paper with products meeting the definition of Environmentally Preferred Paper.  4. Recycle vendor cannot provide this information. However, every employee has a paper recycle bin at their desk, each coffee bar, lunch room and copy room has recycle containers. Confidential papers are placed in secure bins and a contractor comes on site to shred paper for recycling.  5. The Department of Health has no statistics on janitorial paper product use prior to 2004, as it was supplied by the vendors. We are still in the process of bringing new buildings on-line and information	Some difficulties encountered in converting to recycled content paper involve our copier vendors. Some vendors have indicated that they will not honor their service commitments if 30% or greater recycled content paper is used in the machines. Discussions with GA and vendor representatives resulted in the vendors retreating from that position.  People's attitudes toward printing documents for review and/or double sided printing are difficult to change. Resources to devote toward changing perceptions and attitudes are scarce. Sustainability team members continue to improve our educational and awareness program and will look for other ways to address this issue.  Encouraging more staff to use the recycling containers in lunch rooms and coffee bars for cans and bottles.	Commitment on the part of vendors to maintain their equipment will help in the acceptance of recycled paper by the workforce. Establishing practices designed to limit the purchase of virgin content paper will reduce the amount of paper purchased with less than 30% recycled content standard.  As success is demonstrated using 100% recycled content paper, more programs will adopt this paper as their standard. The programs in Town Center 1 all use the 100% recycled content paper in their copiers, with great success. This message will be spread to the rest of the agency through our sustainability committee members. DOH has increased our use of 100% recycled content, chlorine free paper by 150% from 2,000 reams to 5,000 reams in this FY.  Department of Health Employees are committed to recycling efforts. DOH	<b>Paper and Janitorial Products</b> There are no documented savings. Environmental benefits of recycled content for paper include reduction of timber used, reduction in landfill, saves energy, water and reduces pollutants released into the air. Using unbleached paper products reduce chlorinated compounds released into the air and water, reducing contamination of aquatic life, wildlife and humans.

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			will change as new buildings are added. In the FY ending 6/30/05, 100% of the hand towels purchased had up to 65% recycled content, and 69% of the toilet paper purchased had 20% recycled content. In the quarter ending 9/30/05, 82% of the hand towels purchased were 40% recycled content and unbleached; 100% of the toilet paper purchased had 20% recycled content.	<b>Janitorial Products</b> There is a general reluctance to accept unbleached paper towels, and the recycled content of toilet paper has resulted in increased complaints.	temporarily increased recycling services for buildings in which staff were moving out of in 2005. DOH recently has added additional bins for needed recycling in the new Town Center 2 building.  <b>Janitorial Products</b> By experimenting with several brands, we were able to determine a brand of toilet paper that generated fewer complaints; as staff became used to seeing and using unbleached paper towels, complaints have decreased.	

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<b>Energy</b>  Achieve gains in energy conservation	1. Reduce energy purchases by 10% from FY 2003, use energy efficiency programs and on site renewable resources.  2. Report total energy use annually to GA.	See Green Buildings  Same as Required Actions	<b>Required Actions</b>  1. In 2003, DOH began consolidation in Thurston County of 21 office buildings into 4 new buildings on a single campus in Tumwater. In 2005, DOH moved into the 3 <sup>rd</sup> building, Town Center 2. Town Center 2 and Town Center 3 are planned to be LEED Certified. Point Plaza East, and Town Center 1, while not LEED certified, did incorporate many LEED elements. As DOH began these moves in 2003, our baseline data was not consistent, therefore a per square foot of space to usage will be used to track our energy use.  <b>Per Sq. Ft. Usage</b> <table><tr><td></td><td><b>FY</b></td><td><b>2003</b></td><td><b>2004</b></td><td><b>2005</b></td></tr><tr><td><b>KWH (elec)</b></td><td></td><td>1.3511</td><td>1.4442</td><td>.99</td></tr><tr><td>% change from 2003</td><td></td><td></td><td>+8.55</td><td>-22.19</td></tr><tr><td><b>Therms (gas)</b></td><td></td><td>.0067</td><td>.0019</td><td>.0001</td></tr><tr><td>% change from 2003</td><td></td><td></td><td>-70.70</td><td>-91.83</td></tr><tr><td><b>Cu. Ft. (water)</b></td><td></td><td>.1581</td><td>.1906</td><td>.1451</td></tr><tr><td>% change from 2003</td><td></td><td></td><td>+22.77</td><td>-13.57</td></tr></table> 2. We report our energy use to GA each September.		<b>FY</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>KWH (elec)</b>		1.3511	1.4442	.99	% change from 2003			+8.55	-22.19	<b>Therms (gas)</b>		.0067	.0019	.0001	% change from 2003			-70.70	-91.83	<b>Cu. Ft. (water)</b>		.1581	.1906	.1451	% change from 2003			+22.77	-13.57	DOH has been moving staff into new buildings since Feb. 2003. Due to this transition it is difficult to collect consistent data for comparison.  There are large variations in many of our monthly utility readings. DOH is working with our energy providers to try to determine why this occurs.	DOH is committed to providing good air quality, energy efficient space, and a sustainable environment for staff.	Due to utilities cost increases and difficulty with cost comparisons due to moves and start up of new buildings, documented savings is difficult to quantify at this time. We have documented consumption of energy, but it will take a year of occupancy in each new building to have conclusive data.
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<b>Toxic Chemicals</b>  Reduce use of products with persistent, toxic chemicals. EO 04-01	1. Adopt measures to reduce use of equipment, supplies and other products that contain persistent, toxic chemicals  2. Report annually on progress in sustainability plans	Reduce the use of equipment, supplies or other products containing toxic chemicals.  Same as Required Actions	<b>DOH and Required Actions</b>  1. DOH has established custodial contracts and standards that utilizes pre-measured green products for buildings.  DOH buildings are scent-neutral  Each copy/supply room and central receiving area at DOH Thurston County buildings has containers for recycling batteries which are picked up and taken to Hazo House ( <i>formally the Thurston County Landfill</i> ). Each lunch room has a container for cans and plastic bottles.  Fluorescent lights are collected, stored and then	Making more staff aware that each copy and supply room has a bucket for recycling batteries.	DOH Central Receiving staff has received an overwhelming number of batteries for recycle.  Old light bulbs are being recycled.	There is no cost to the agency to recycle batteries using Hazo House.  There is no cost to the agency to recycle old light bulbs using Hazo House. Using Hazo House ensures the disposal of materials in an environmentally safe manner.																																			

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			<p>taken to Hazo House for recycling.</p> <p>To ensure good air quality and to reduce exposure of staff to chemicals and paper dust from printers, DOH installed “printer alcoves” with dedicated exhaust above each alcove.</p> <p>2. DOH submits an annual Sustainability report.</p>			
<b>Communication and Education</b>	<p>1. Steps taken to educate employees or clients</p> <p>2. Education on plan as well as general sustainability educational efforts.</p>	Same as Required Actions	<p><b>DOH and Required Actions</b></p> <p>1. DOH has a web site specifically for Sustainability and energy conservation tips. This site is updated on a monthly basis.</p> <p>In 2005, DOH Sustainability Web site had 2,226 hits.</p> <p>Posters with the Top 10 Sustainable Practices are located in all copy/supply rooms in DOH buildings.</p> <p>DOH continues to develop new visual aids (e.g. recycling posters) and posts them in copy rooms</p> <p>2. DOH has a developed a Sustainability web training program that is mandatory for all employees. As of June 30, 2005 <u>90.8%</u> (1258 employees) have completed this training.</p>	<p>We notify new staff that they need to take the online Sustainability training. A brief overview of the training and the link to the training is included on the New Employee Orientation online training under the Learning &amp; Development page which all new employees need to take. However, we will look at exploring other ways to improve this service and to ensure that the new employee knows about and completes this important training within their first few weeks of hire.</p> <p>In addition, we need to ensure that division management has information as to who has completed the training so that all employees are trained (current and new)</p>	<p>Energy website has had 43 hits since it was launched in early September</p> <p>A new recycling poster was developed and posted in copy rooms</p>	





	REQUIRED ACTIONS	FY 2003 Data	FY 2004 Progress	FY 2005 Progress
<b>Performance Measures</b>  Data from FY 2005	A. Annual petroleum use, vehicle miles traveled and # and type of state vehicles owned  B. Number of exception purchases of 4-wheel drive SUVs made  C. Amount and type of office paper and janitorial paper products purchased  D. Quantity of office paper recycled  E. Justification for virgin office paper purchased	A. For the fiscal year ended June 30, 2003 the Department of Health does not have data as to gallons of regular unleaded fuel purchased. No other types or grades of fuel were purchased by the agency  <u>2,867,858</u> business miles driven  Vehicles owned by DOH  1990 1 -- Cargo Van 1991 2 -- Sedans 1993 1 -- Station Wagon 1993 1 -- 4 X 4 SUV 1996 2 -- Sedans 1997 1 -- Station Wagon 1998 1 -- ½ Ton Pickup 1999 2 -- Mid-Size Sedans 2000 1 -- 1 Ton Box Van 2001 1 -- Cargo Van 2001 1 -- 4X4 SUV 2003 1 -- Station Wagon 2003 1 -- Sedan  B. No Exceptions  C. Data not captured  D. Data not captured  E. Data not captured	A. For the fiscal year ended June 30, 2004 the Department of Health purchased <u>45,838</u> gallons of regular unleaded fuel. No other types or grades of fuel were purchased by the agency  <u>2,875,008</u> business miles driven  Vehicles owned by DOH  1990 1 -- Cargo Van 1991 2 -- Sedans 1993 1 -- Station Wagon 1993 1 -- 4 X 4 SUV 1996 2 -- Sedans 1997 1 -- Station Wagon 1998 1 -- ½ Ton Pickup 1999 2 -- Mid-Size Sedans 2000 1 -- 1 Ton Box Van 2001 1 -- Cargo Van 2001 1 -- 4X4 SUV 2003 1 -- Station Wagon 2003 1 -- Sedan  B. No Exceptions  C. Copy Paper (Reams) Recycled content (30%) 3,472 Recycled content (40%) 13,216 Chlorine Free 2,030 Non Recycled <u>3,516</u> Total <u>22,234</u>  D. Data not able to be captured through vendor  E. Data not captured	A. For the fiscal year ended June 30, 2005 the Department of Health purchased <u>56,128</u> gallons of regular unleaded fuel. No other types or grades of fuel were purchased by the agency  <u>2,809,043</u> business miles driven. Fuel Consumption for DOH owned vehicles was consistent for both years. We will look into causes for motor pool fleet increases.  Vehicles owned by DOH  1990 1 -- Cargo Van 1991 2 -- Sedans 1993 1 -- Station Wagon 1993 1 -- 4 X 4 SUV 1996 2 -- Sedans 1997 1 -- Station Wagon 1998 1 -- ½ Ton Pickup 1999 2 -- Mid-Size Sedans 2000 1 -- 1 Ton Box Van 2001 1 -- Cargo Van 2001 1 -- 4X4 SUV 2003 1 -- Station Wagon 2003 1 -- Sedan  B. No Exceptions  C. Copy Paper (Reams) Recycled content (30%) 9,535 Recycled content (40%) 8,109 Chlorine Free 5,040 Non Recycled <u>3,368</u> Total <u>26,052</u>  Currently the DOH is not allowing the purchase of paper containing less than 30% recycled content, unless a specific business need is justified.

	REQUIRED ACTIONS	FY 2003 Data	FY 2004 Progress	FY 2005 Progress
				<p><b>Janitorial Paper Products</b>  The agency has purchased 236 cases of Kimberly Clark unbleached paper towels and 68 cases of two ply facial quality toilet paper.</p> <p>D. The vendor cannot provide this data. However, DOH has recycle containers at each desk, at each printer and fax machine, and in each copy room.</p> <p>E. Paper containing less than 30% recycled content is no longer allowed to be purchased without a business justification. This was implemented in 2005 which has resulted in a reduction of purchases in virgin content paper</p>
New or updated goals and objectives				<p>In FY 2005 the DOH Sustainability Manager, support staff, Procurement Manager, and Sustainability Team expended approximately .6 fte's to manage and execute the program in FY 2005.</p>